

2014 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-002

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AGENCY DESCRIPTION

The New York City Department of Parks and Recreation manages 14 percent of the land in New York City. These assets range from playgrounds and large parks, to tranquil wooded areas and over 14 miles of beaches. Parks serve as New Yorkers' backyards, as vital meeting areas for outdoor play and recreation – but also as critical engines for economic growth and development.

The past decade has seen a remarkable expansion of this system, with new parks, playgrounds, recreational facilities, and amenities opening across the five boroughs. The Bronx River was transformed from an urban dumping ground into a waterway that welcomes kayakers and has gleaming new parks dotting its shoreline. In Queens, Elmhurst Park flourishes where huge gas tanks once stood. In Manhattan, the High Line is a unique open space that brings much needed parkland to the Chelsea community. Brooklyn's once-abandoned industrial waterfront is revitalized with the creation of Brooklyn Bridge Park, Transmitter, and Bushwick Inlet Parks. On Staten Island, Freshkills will cover 2,200 acres of former landfill with lush rolling hills and winding streams. And through PlaNYC, we are ensuring a greener and more sustainable city for future generations. NYC Parks has built new regional parks, restored abandoned Works Progress Administration-era facilities such as McCarren Pool, greened asphalt traffic medians, converted part-time schoolyards into full-time public playgrounds, and has already planted more than 800,000 trees toward our goal of one million.

The work of the agency goes far beyond the maintenance of 14% of New York City's land. Parks is the City's leading programmer of cultural, athletic and social activities, including nature walks, concerts, learn-to-swim classes, sports clinics, historic house tours, and much more. Each year Parks hosts annual events such as WinterJam, Adventures NYC, and the Pumpkin Festival. In addition, Parks produces many special events, concerts and movie premieres, as well as providing free rental equipment for skating, baseball, and miniature golf.

The Parks Commissioner is appointed by the Mayor to oversee and direct the work of the agency. The Commissioner appoints Deputy Commissioners, Borough Commissioners, and Assistant Commissioners who are responsible for managing the agency's divisions. These senior officials supervise the work of thousands of Parks employees. They work with elected officials to complete capital improvements for parks, playgrounds, and recreation centers. They work with the private sector to sponsor free public events. They get the community involved in Parks through volunteer initiatives and educational and athletic programming in recreation and nature centers. They prepare Parks' budget and monitor the work of Parks' ice-skating rinks, golf courses and other concessions.

UNIT DESCRIPTION

The Poe Park Visitor Center is a one-story building located in Poe Park, which is in the Bronx, just across from the Edgar Allan Poe Cottage Historic House. We meet, greet and welcome tourists from around the world, host arts and community organization seminars, hold art exhibitions, program arts and cultural activities, events and workshops; including fitness exercise classes, five days weekly. We host school trips, senior tourist groups, colleges and special needs groups. The center receives visits from noted artists, executives, elected officials and dignitaries; sometimes unexpected.

POSITION TITLE

Poe Park Visitor Center Intern

INTERNSHIP RESPONSIBILITIES

Interns will develop skills for the hospitality industry, learn how a visitor center runs, needs of artists, how exhibitions are scheduled and how a show is put up and learn about the arts. The intern will meet and greet patrons and visitors, make sure each visitor signs the guest book and direct visitors to the activity they are coming for. Interns will also make sure young children are engaged in appropriate activities, provide calendar and other materials regarding the center's programming and upcoming events, current exhibition, as well as direct someone who may be touring the neighborhood and is unfamiliar with it. Other responsibilities include assistance in setting up for special performances, concerts, receptions, etc. The intern will refer to regular staff with any questions or clarification they need. Staff is always helpful in making a new comer feel welcome. Interns must understand that all visitors are treated with dignity and respect.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Interns should have an interest/ability or desire in learning one or more of the arts (literary, visual, performance), as well as an interest in learning how a gallery is run. Interns should be well spoken, polite, respectful, like people, ability to deal respectfully with children, calm and soothing manner and must be on time.

APPLICATION PROCESS

Please email cover letter and resume to Leslie.Nusblatt@parks.nyc.gov

SALARY RANGE

Unpaid